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PAY ADJUSTMENTS. Wage grade personnel in the Louisville and Lexington area will receive approximately 5½ percent pay adjustment on or about 22 April 73.

WITHIN GRADE INCREASES TO STEP 4 FOR WAGE NONSUPERVISORY PERSONNEL. The new wage system has five steps or rates for regular nonsupervisory personnel, effective the beginning of the next pay period after 30 Apr 73. The effective dates for the Ky ARNG is 6 May and for the Ky ANG, 13 May 73. Time requirements for advancement are 26 weeks in step 1, 78 weeks in step 2 and 104 weeks in steps 3 and 4.

SF 71, APPLICATION FOR LEAVE. SF 71 must be completed on the reverse side of form when requesting sick leave.

AIR NG CONTRACT WITH NATIONAL ASSOCIATION
OF GOVERNMENT EMPLOYEES (NAGE). A labor
organization contract with NAGE has
been negotiated and forwarded to
National Guard Bureau for approval.

TECHNICIAN PERFORMANCE RATINGS (NGB FORM 2). Supervisors are reminded that Technician Performance Ratings for technicians in grades 5 thru 7 are due in the month of May.

EMPLOYEES COMPENSATION FORMS CA-1&2 AND CA-16. Supervisors are urged to see that compensation forms are supplied to injured personnel for completion and timely submission to the Technician Personnel Officer.

APPOINTMENT OF ACTING EEO OFFICER.

LTC Thomas Buyher, State Headquarters,
has been appointed Acting Equal
Employment Opportunity Officer.

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE. Supervisors and commanders are requested to have all newly appointed members of the minority group and women complete questionnaire and return to the Technician Personnel Office. Questionnaires are being furnished to all units. The questionnaires are important in that the information contained thereon will be put on a card to be inserted in the skills bank. Anytime a new employee of the minority group is appointed, a questionnaire must be completed on him/her. Also when any additional new education, training or skill has been acquired, please notify the Technician Personnel Office so that the information may be added to the skills card.

BUDGET OFFICER. Major Franklin Gray has recently transferred to the D.C. Guard to fill the position of Comptroller. Captain Ralph D. Marshall, Fiscal Accounting Section, USPFO, has been promoted to fill the vacancy left by Major Gray.

DISTRIBUTION OF TECHNICIAN PERSONNEL PAMPHLETS. Distribution of TPPs are generally made to "Each Army and Air Force Supervisor of Technician Personnel". TPPs will not be available

for each unit unless a supervisor is located at that particular place. Personnel who have a requirement for information in TPPs may go to their supervisor. An exception to the above is TPP 907, Technician Handbook, which is issued to all technicians.

CIVIL SERVICE RETIREMENT - ANTICIPATED COST OF LIVING INCREASE OF ANNUITIES. The February 1973 Consumer Price Index (CPI) of 128.6 represents a 3.5 percent increase over the base month - April 1972. If the March and April 1973 CPI figures remain 3 percent or more higher than the base figure set in April 1972, annuitants can expect an automatic increase as of 1 July 1973, which will be reflected in their August checks. To be eligible for the increase, technicians presently on the rolls must be separated or in a non-pay status by midnight 30 June 1973. The exact amount of the anticipated increase cannot be determined at this time, however, it will be equal to the highest percentage over the base figure reached in February, March, or April, plus a 1 percent add-on required by law. The last cost-of-living increase that went into effect 1 July 1972 amounted to 4.8 percent.

EXTENSION FOR ANNUAL REVIEW OF POSITION DESCRIPTION. In order that supervisors have sufficient time to review positions and complete appropriate personnel actions involving use of new position descriptions which will result from the release of the classification moratorium, the requirement for submission of report of annual review of position descriptions is extended until 1 July 1973 at which time these position descriptions will be forwarded to the TPO.